STAND-TO!
Stand-To: n. Procedures prior to the first light to enhance unit security
A daily compendium of news, information, and context for Army leaders.
U.S.ARMY

I WILL ALWAYS PLACE THE MISSION FIRST ★ I WILL NEVER ACCEPT DEFEAT ★ I WILL NEVER QUIT ★ I WILL NEVER LEAVE A FALLEN COMRADE

STAND-TO! "Today's Focus" Submission Guidelines

Overview

Submissions for the "Today's Focus" section of STAND-TO! **should be requested one month in advance**. The submissions must be in between 350- 400 words and in paragraph form. The submission content should be authored to provide a brief overview of a topic of choice or to feature a certain subject or issue of an office or organization. Links to relevant Web sites should be used for any additional information relating to the feature. The author's name should be on the submission paper. The submitting PAO's name and contact details should also be on the submission paper.

Format

1. Topic Heading: (In "Title Case)

2. Opening Statements: (In "sentence case")
The first sentence in each paragraph must start out with a basic informational question. For example, the first paragraph in the article starts with "What is it?" and then it is explained through out the paragraph.
Opening informational questions that would begin subsequent paragraphs should have Army relevance. The examples are below:
- What has the Army done?
- What continued efforts does the Army have planned for the future?
- Why is this important to the Army?
- Resources: This should be the concluding statement. Here the relevant Web sites (URL's) should be cited. This would help to provide additional information to the reader.

Reference: Published STAND-TO!:
http://www4.army.mil/news/standto.html

3. Additional Statements:

Additional statements to the opening statements could be what the leaders are saying about the topic. Here a quote could be given under the heading:

· What leaders are saying: " "
NOTE: Provide a source name as well as a published online link from where the quote is taken

Submission:

Submission Scheduling Timeline: One calendar month prior to publishing. For example: If a submission has to be published in a particular month, the request for holding a particular date should be made a month in advance to the STAND-TO! POC's.

Submission paper should have the following details at the end:

· **Submission specifics:**
  o New submission?
  o An update to an existing Army Posture Statement?
· **Name of author**
· **Name and contact details of POC**
· **Name of command or installation** eg: TRADOC/ IMCOM
·
· **Date:** Submission date

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· **Editing Details** :
- o Name of editor
- o Specify whether it is the FINAL version

· **Final Submissions:**

o *IMPORTANT *: Before the FINAL submission is sent by the PAO: Make sure that the submission is staffed to ensure clearance and approval of the material. STAND-TO! relies on the subject matter sent by the experts.

o Should be received NLT 2 business days prior to the scheduled publishing date.

POC (s):
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